

**ENERGY CONSERVATION MANDATORY CHECKLIST FOR NEW CONSTRUCTION
(OTHER THAN LOW-RISE RESIDENTIAL) 780 CMR, 1301.8.1**



Owner/Agent Name: _____ Phone: _____
Owner/Agent Address: _____
City/State/Zip: _____
Project Name: _____
Site Address: _____ City/Town _____
Applicant's Name: _____ Signature: _____
Applicant's Phone: _____ Date of Application: _____

I. Envelope Compliance Option (check ONE)

- ☐ **Trade-Off** (1304.5) - Attach software Compliance Report (COMcheck-EZ)
☐ **Appendix J** (1301.2 - For buildings up to 10,000 sf only) - Attach Appendix J compliance documentation
☐ **Systems Analysis** (1309) - Attach Registered Architect's or Engineer's report

☐ **Prescriptive** (1304.2) - Complete this section, and attach copy of applicable Table (1304.2.1 through 13.4.2.12)

Climate Zone (from Table 1303.1) ☐ Zone 12a ☐ Zone 13a ☐ Zone 14a

a. Gross above-grade wall area _____ sq.ft.
b. Total window & glass door area _____ sq.ft.
c. Glazing % (100 x b÷a) _____ % Table # utilized: _____

II. HVAC (check ONE)

- ☐ Simple Systems & Equipment (1305.2) ☐ Complex Systems & Equipment (1305.3)
☐ Systems Analysis (1309) - Attach Registered Architect's or Engineer's report

III. Lighting (check ONE)

- ☐ Building Area Method (1308.6.2.1) } Attach Compliance Documentation (COMcheck-EZ or other)
☐ Space-by-Space Method (1308.6.2.2) }
☐ Systems Analysis (1309) - Attach Registered Architect's or Engineer's report

IV. Approval & Acceptance Construction Documents (1301.8.4.1)

Attach a narrative report describing the HVAC, Lighting, and Electric Distribution systems, including:

For Official Use ONLY:	
Building Official check off completed sections of report	<input type="checkbox"/> 1. Design Intent
	<input type="checkbox"/> 2. Basis of Design
	<input type="checkbox"/> 3. Sequence of operation / systems interaction
	<input type="checkbox"/> 4. Description of the systems (capacities, etc.)
	<input type="checkbox"/> 5. Testing requirements / criteria acceptance
	<input type="checkbox"/> 6. Requirement for submittal of operation manuals and maintenance manuals
	<input type="checkbox"/> 7. Requirement for submittal of record drawings and control documents

This Side For Use by Building Department Only

Official's Name: _____ Title: _____

I. Plans Review

Date Application Received: _____

☐ Complete Narrative Report Received (1301.8.4.1)

☐ Design and Specification Documents prepared by legally recognized professional (1301.8.4.3)

Application is: Approved ☐ Date: _____ Signature: _____
 Denied ☐ Date: _____

Reason(s) for Denial: (provide additional details as needed on separate sheet)

II. Acceptance (1301.8.4.4)

☐ Successful system tests witnessed by Building Official, **OR** ☐ satisfactory test report received (check one)

☐ Certification by Registered Professional (per 780 CMR 116.2) that systems are installed in accordance with construction documents

☐ Confirmation by owner (or their authorized representative) that they have received record drawings, reviewed for reasonable accuracy

☐ Confirmation by owner (or their authorized representative) that they have received reports, controls documentation, operations manual(s), maintenance manual(s), and other documents specified in 1301.8.4.1

Building Official's Signature: _____